

Preparing for Grant Application Submittal

1. Discuss with Local Unit of Government (LUG) staff, who will be the “Authorized Official” in the new DNR Grants Management Recreation Database.

*The “Authorized Official” is the person who will register the LUG in the new system and create a username and password. This is the only person who will have the ability to add additional people to have access to their applications and projects.

2. Advertise in the paper for a public meeting to be held by the highest governing body to discuss the submittal of the application to the DNR and to apply for the proposed development or acquisition project.
3. Hold the public meeting and pass a certified resolution committing to the match amount from the highest governing body (samples in applications booklet).
4. You may also want to consider starting on your application narrative and cutting and pasting the narrative from your document into the on-line application once it is available. If you choose to do this, we recommend you use Notepad (can be located under accessories) from Windows as opposed to Word, however, either will work.
5. Prepare a location map that shows the street and road names, landmarks and compass. This map should be clear so that someone unfamiliar with the area could find the site.
6. Prepare a site development plan. For development projects the existing facilities should be labeled “existing” and the scope of work in the application is labeled “proposed”. For acquisition projects, it is helpful if you submit a concept plan for the future intended uses.
7. Prepare a legal description for the site you are applying to develop or the parcel of land you wish to acquire.
8. Prepare a boundary map for the site you are applying to develop (should match the legal) for development projects. For acquisition applications, you should prepare a plat or parcel map and should show the legal boundaries.
9. Get letters of support for the proposed acquisition of land or proposed development.
10. We strongly encourage that you ask an organization or member of the community educated in persons with disabilities to review your site plan, visit the site and use their comments or suggestions in regards to access of the facilities. Obtaining a letter from them reflecting their participation is encouraged to submit with the application.

PLEASE NOTE: There are additional items and forms that need to be completed for the submittal of an application. These are key components required that we are encouraging to start doing now.